

## **How to create a Profile.**



### **Welcome!**

We are excited that you are interested in joining a workforce of hardworking individuals that care deeply about the citizens we serve.

Complete the following steps to create your online profile in **MassCareers** and begin searching and applying for jobs in the Commonwealth's Executive Departments.

**Step 1.** Go to <https://massanf.taleo.net/careersection/ex/jobsearch.ftl>

**Step 2.** Click on Sign in and click the I Accept button when the Privacy Agreement language comes up.

**Step 3.** Click on the New User button to create your account.

**Step 4.** Click the Access My Profile link in the right page margin to create your profile

Follow the online instructions and begin your search process. As part of creating a profile you can also let **MassCareers** know which types of jobs you are interested in and in what locations. You will receive an email letting you know when job opportunities that meet your criteria become available.

We are as diverse as the many jobs we perform. But, we have one thing in common... we are all dedicated to public service excellence.